1. Create your student email accounts if you don’t already have them
2. Exchange student email addresses with your collaborating teacher partner(s) using your teacher ePals email account.  Creating and exchanging excel files with student names, email addresses and a few other bits of information about each student like gender, general interests, etc., can help collaborating teachers make suitable student ePals matches.  
   3. Establish a time frame for the overall project and for how often the actual emails will be exchanged.  (Ex. This project will last 1 week and students will exchange emails once a day.)

4. Establish the goals of the emails and exchange that information with all of the collaborating teachers prior to the start of the project.   
  
• Students share information about traditional foods, the role food plays in their culture and celebrations, exchange recipes, and write food reviews.  
• Students represent the holiday with a symbol in a drawing, painting or photograph that they can attach to their email.  They write about their symbol using descriptive language to compare and contrast it with their ePals’ view.  
• Students read news articles about topics related to where their ePal is located and exchange questions and information to get a local/personal perspective on the holiday.  
  
5. As a whole classroom group, discuss what makes a good email and what makes a good ePal.  Generate a guiding list of characteristics for both a good email and a good ePal and keep it posted in the classroom throughout the project for reference.

6. As your students prepare to write their first email, create a resource center of information about their ePals’ locations, either digitally or in your classroom. Include informational texts, fiction stories relating to their selected holiday, photos depicting it,and lists of websites that will help your students learn more about their ePals’ selected holiday.

7. Review the guidelines of a good email and then have students write their first email introducing themselves, sharing a few things that they want their ePal to know about them, asking several questions of their ePal and then closing in a friendly way.

8. Proceed with the email exchange according to the agreed upon schedule and topics of discussion.  
  
Teacher Tip: Model how to write open-ended interview questions to gain the most information. Explain questions that require more than a one-word answer help them discover more about their ePal.